

NIMS Communications Unit Workgroup

Policies and Procedures Related to AZ Regional COMLs

Introduction:

The NIMS Communications Unit (NIMS-CU) Workgroup is a standing Workgroup of the Statewide Interoperability Executive Committee (SIEC). The NIMS-CU Workgroup reviews the qualifications of each applicant seeking recognition or renewal of recognition as an Arizona Regional COML and awards recognition to qualified applicants. The Workgroup may also decline to award recognition, and instead suggest additional training or experience that could enable the applicant to be recognized at a future date.

The Workgroup is also responsible for maintaining a body of policies and procedures related to its work. These policies and procedures are subject to modification, review and approval by the SIEC.

Membership

The NIMS-CU Workgroup must have a minimum of four members, all appointed by the SIEC. The members must have knowledge of the positions, skills and abilities needed by applicants seeking recognition. Members of the Workgroup serve until replacement. The SIEC may take action at any time to revise the Workgroup's membership.

Officers

The Workgroup shall select one of its members to serve as Chair. The Chair shall act as a facilitator in conducting the business of the committee. The Chair shall designate another member to act as Chair in the absence of the Chair.

Administrative Support

The Public Safety Interoperable Communications (PSIC) Office shall provide administrative support for the Workgroup, and be the depository for Workgroup records, including meeting minutes, applicant materials, resource databases and documents generated by the Workgroup.

Organizational Meetings

A minimum of one in-person Organizational Meeting should be held by the Workgroup annually. The purpose of an organizational meeting is to revise and/or reaffirm policies and procedures of the Committee and to identify communications-related information needing to be distributed to all Arizona Regional COMLs. Members should make every effort to attend in person, but may participate by teleconference if necessary. All policy

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and procedure changes must be approved by a majority of the Workgroup members and subsequently by the SIEC. Additional Organizational Meetings may be scheduled as needed.

Application Review Process

Applications for recognition or renewal of recognition are submitted to the PSIC Office electronically, in person or by mail. Requests for renewal must be received by the PSIC Office prior to expiration of the applicant's current recognition period in order to avoid special processing that may be required for reinstatement.

The PSIC Office will verify that applicants meet the requirements for the recognition they are seeking, and that they have provided all necessary application materials. PSIC will distribute verified application materials out to the Workgroup members within two weeks of their receipt. Workgroup members will review applicant materials and respond to the PSIC Office within three weeks, stating whether or not they feel the applicant should be recognized, and whether the application needs further discussion by the Workgroup.

Workgroup members must absent themselves from any discussion or processing of their own applications. However, in no case may any application be processed by fewer than three workgroup members.

Approximately two weeks prior to scheduled meetings of the SIEC, the Workgroup will meet either in person or by teleconference. At this Application Review Meeting, the Workgroup will formally grant recognition to applicants approved by a majority of the Workgroup members and determine what recommendations will be made to those applicants not granted recognition. Workgroup members unable to attend may provide their recommendations regarding specific candidates to the PSIC Office and request PSIC to speak on their behalf at the meeting. However, a minimum of three Workgroup members must actively participate in each applicant-related action taken at the Application Review Meeting.

After the meeting, the PSIC Office will advise each applicant of the Workgroup's action. Applicants granted recognition will be issued an AZ Regional COML Identity Card, and will be added to the NIMS Communication Unit Resource Database. Those not granted recognition will be sent the Workgroup's recommendations for additional training and/or experience needed for the applicant to be considered for recognition at a later date. The PSIC Office will generate a Summary Report of the Workgroup's actions and provide it to the SIEC at its next meeting.